

INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION

EXECUTIVE COMMITTEE MEETING

FEBRUARY 26, 2004

MEMBERS PRESENT:

Hedy Hansen, Chair; Jim Bellotti; Arleen Downing, M.D.; Marcy Gallagher; Gretchen Hester; Rick Ingraham; Raymond M. Peterson, M.D.; Marie Kanne Poulsen, Ph.D.; Theresa Rossini; Debbie Sarmento; Elaine Fogel Schneider, Ph.D.

MEMBERS ABSENT: None

OTHERS IN ATTENDANCE: See Attachment A

OPENING REMARKS:

Hedy Hansen, Chair, called the meeting to order at 10:28 a.m. Dr. Peterson announced that ICC member Michelle Douyon-Davis and community representatives Jan Kearns and Patty Moore submitted letters of resignation from the ICC. Hedy Hansen has agreed to replace Ms. Douyon-Davis as Co-chair of the Public Awareness Committee (PAC). Theresa Rossini will assume the role of Chair of the Family Resources and Supports Committee (FRSC).

Debbie Sarmento was acknowledged for agreeing to represent the ICC on the Department of Health Services' (DHS), Office of Disability and Health, "*Living Healthy with a Disability Advisory Committee*". The Advisory Committee is charged with providing consultation to DHS on the creation of a statewide plan to guide research, program and policy development to ensure better access to health care services, and health promotion programs for people with disabilities.

Dr. Peterson stated he received a questionnaire from the Joint Legislative Sunset Review Committee. The Committee's statutory mandate is to review state boards entities, commissions, councils and certain regulatory agencies periodically to see if they should continue to exist and, if so, under what circumstances. A new law went into effect this year that expands the jurisdiction of the Joint Committee over more than 400 state entities, including the ICC. Dr. Peterson asked Cheri Schoenborn to take the lead on completing and submitting the questionnaire on behalf of the ICC.

APPROVAL OF AGENDA:

The meeting agenda was approved as written.

APPROVAL OF THE MINUTES:

The Executive Committee minutes from the November 20, 2003 meeting were approved with minor amendment. The correct acronym for the California Speech-Language-Hearing Association is CSHA.

TRACKING TOOL FOR STANDING COMMITTEES:

The Executive Committee discussed several methods and options to prioritize information in the tracking tools and identify areas of mutual interest and collaboration among committees. It was agreed that each committee should utilize a tracking tool with a standardized format to provide consistent method of recording the activities, action plans and next steps generated at each meeting. After discussion, it was agreed that each committee would use the tracking tool modified by the Quality Service Delivery Systems Committee (QSDS) as the standardized template.

As requested by the Executive Committee, ICC staff had prepared a summary of the standing committees' outcomes, activities and information and data sources, organized by the three ICC priority areas: early entry, IFSP, and transition. This was reviewed and the Executive Committee agreed the outcomes and next steps need more discussion.

RESOURCE INFORMATION FROM THE DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS):

Rick Ingraham shared a data report developed by DDS staff in response to a request from the ICC at the November 2003, meeting. The report is a compilation of data obtained from 21 Site Monitoring Reports completed during the period from 1998 to the present. The data provided focuses on the three ICC priority areas: early entry, IFSP, and transition.

Ken Freedlander, Chief, Early Start Local Support Section, provided an overview on the Site Monitoring Visit process. He explained elements of the Site Monitoring Report were revised in 2002, raising the standards of evaluating compliance. DDS uses a "zero tolerance" policy for noncompliance, i.e. a record must demonstrate 100% of each standard or it will generate a finding in that area on the Site Monitoring Report. Actual numbers are counted and recorded rather than the descriptive gauges "some, most or all" used in the past. Mr. Freedlander explained that data from 1998-2001 should be viewed in light of these changes in methodology.

STANDING COMMITTEE ASSIGNMENTS:

After extensive discussion, the following motion was passed by a vote of five in favor of the motion and two against:

MOTION FOR COMMITTEE ASSIGNMENT: Each committee will review data specific to the area of early entry, up to and including the first IFSP. Ken Freedlander and staff will visit each committee to answer questions derived from analysis and review. The Executive Committee will reconvene today at 3:45 p.m. to discuss outcomes and next steps.

FUTURE ICC AGENDAS:

The following presentations are scheduled for the next two ICC meetings –

- Kathleen Hebbeler, Ph.D., will present on the National Early Intervention Longitudinal Study in May 2004.
- Representatives from the Department of Alcohol and Drug Programs will present on Fetal Alcohol Spectrum Disorders in September 2004.

Input was requested for other topics of interest for future ICC agendas.

MEETING BREAK:

The meeting was put on hold at 12:30 p.m., with agreement to reconvene to discuss next steps after the standing committees have a chance to individually discuss the resource information provided by DDS and how best to approach and track their activities.

RECONVENEMENT:

The Executive Committee reconvened at 3:45 p.m.

NEXT STEPS:

The committee Chairs and Co-chairs shared information about how their committees approached the assignment and work completed during their meeting. It was agreed that committee Chairs and Co-chairs should develop the standing committee agendas in advance of the meeting to facilitate productive use of their time together.

The Executive Committee discussed how the work of the committees could best be illustrated and analyzed. It was agreed that the summarized tracking tools were not helpful because they lacked the detail needed for the Executive Committee to process information. Rick Ingraham acknowledged that he thought summarizing would help streamline the process of analyzing the committee's activities, however he realized that the committees need to continue their detailed activity planning with guidance from the Executive Committee. Therefore, it was agreed that ICC staff will develop a matrix displaying detailed information from the November 2003, committee meetings combined with additional information gathered at the February 2004, committee meetings. Information will be sorted by ICC priority (early entry, IFSP, transition), organized by methodological similarity (i.e., outreach, training), and coded to identify the originating committee. By categorizing activities by priority and method, the matrix will assist the Executive Committee in prioritization and identification of activities requiring specific assignment and/or collaboration among committees.

In order to align committee assignments with the ICC priorities, four criteria for committee activities were established by consensus. It was agreed that activities that do not meet all four criteria at this time would not be eliminated, however

they would not be identified as a priority activity at this time. The Executive Committee agrees that all activities must -

- ✓ Have a measurable outcome;
- ✓ Be feasible;
- ✓ Be at no cost to the system;
- ✓ Have consensus of the Executive Committee members.

It was also agreed that there would be at least one conference call scheduled for the Executive Committee to discuss the new matrix combining all of the standing committees' proposed activities, sorted by priority. ICC staff will develop the matrix and send it to Executive Committee members prior to the conference call. The intended outcome of the conference call will be to have priority activities identified to assist the Executive Committee in making assignments to the standing committees.

ADJOURNMENT:

With no other business, the meeting was adjourned at 5:50 p.m.

ATTACHMENT A

OTHERS ATTENDING EXECUTIVE COMMITTEE MEETING*

**November 20, 2003
10:00a.m. – 12:00p.m.**

ICC MEMBERS:

Beverley Morgan-Sandoz
Luis Zanartu

COMMUNITY REPRESENTATIVES:

Kate Warren

ICC STAFF:

Cheri Schoenborn
Cheryl Holden

COMMITTEE STAFF:

Peter Guerrero
Stephanie Myers
Elissa Provance
Virginia Reynolds
Sheila Wolfe

DEPARTMENT LIAISONS:

Ken Freedlander
Pat Widmann

GUESTS:

Rosario Gaong
Rosa King

*Reflects individuals signing attendance sheet.